

St. Lawrence Section Officer's Meeting  
May 23, 2007  
Morrisville State College

Attendance: David Schwartz, Joan Dannenhoffer, Richard Smith, Daisy Fan, Barry Jackson, John Stratton, Mark Afolabi, Ola Olude

1. Toronto Meeting Call for Submissions
  - Add engineering technology
  - Practices
  - Date on top
  - Reorganize links...Conference links at top, ASEE Home page last
  - Make more obvious that they are the links for the Toronto conference
  - St. Lawrence Section...not chapter
2. Treasurer's Report
  - Bass (continuing acct) \$3600 special activities and emergencies (like a blizzard), student awards...income \$1 per year per member
  - Operating acct \$550...Daisy will check on expense posted for the past year
  - \$\$ towards conference? Usually loan \$500 to conference that gets returned. Right now we will not give \$ to conference. Barry will work with Susan to get industry support.
  - \$ for Barry to go to Winnipeg (Meeting of Engineering deans from across Canada) up to \$1000 approved. This will help the section get more visibility and possibly more members.
  - Barry (or other board member's) transportation expenses to meet with Susan on conference to be paid for.
  - Does ASEE have money towards conference since they are looking at Canadian involvement? John will check, but he's almost sure that there is not \$ for this.
  - It was agreed that reasonable expenses for the officer's meetings (lunch, snacks) should be paid for by the section. This does not include travel.
3. Toronto – Fall 2007 St. Lawrence Section meeting
  - Edits to call (see above). David to work with Susan on this.
  - Add year of dialogue session.
  - Getting other Canadian schools involved. Barry will work on this with Susan.
  - Calling campus reps to get them involved. Ola will call them this summer.
  - Need French translation of call, also French and English sessions.
  - Cody is the conference organizer.
  - Registration could go up to \$150. \$10 for student reg.
  - Registration fee should be more for non members.
  - Membership drive...John and Dwight to do a 5 minute presentation...when?
  - Add session with historian?...David to work on this. Maybe not Toronto conference, but next one. He is getting box of section history stuff from Bill Rudge.
  - David, Barry, and Daisy will meet with Susan as needed.
4. Other Misc.

- Info to members without email by snail mail going forward – Ola to get list from Dwight
5. Zone 1 meeting – March 2008 at West Point
    - John S. as past chair and Zone 1 chair represented us at the New England Section Meeting at URI 21 April 2007.
    - Planning for Zone meeting...planning from all 3 sections...
      - ◇ Mid Atlantic, St. Lawrence, and New England
      - ◇ Separate business meeting for each section scheduled to maximize attendance
      - ◇ Joan and Richard will attend Zone planning meetings as needed.
    - As Zone 1 chair, John will be responsible for picking best Zone 1 paper from the 3 sections (from zone meeting papers?...that doesn't totally agree with minutes from the Zone 1 planning meeting)
  6. Meetings
    - Fall 2008 FIE Saratoga
    - There will be no Fall 2008 St. Lawrence Section Meeting. (moved to Spring 2009)
    - Spring 2009 St. Lawrence Section Meeting...Richard Smith will check on availability at RPI, otherwise possibly Clarkson or SUNY Canton,
    - Spring 2010 ...John and Barry to talk to Ecole Polytech
    - We should plan meetings out as far as possible.
    - It should be in Canada on a rotating basis.
    - Pros and Cons of spring vs. fall meeting were discussed. I think it was agreed that we would plan it for spring 2009 and spring 2010 and election of officers would take place at this meeting.
  7. Canadian issues
    - 0697 in Hawaii Zone Chair meeting focused on Canadian membership. John and David will attend.
    - Barry and John will attend Winnipeg Canadian Deans meeting.
      - ◇ What ASEE has to offer
      - ◇ Reasons for lack of involvement
      - ◇ Possibly having a Canadian Division
      - ◇ Bi-lingual issue, community colleges
      - ◇ No equivalent to ASEE in Canada
  8. Awards
    - Two year teaching award
    - Four year Teaching award (named after Carson Buck)
    - Best Section Paper (over the academic year)
    - Student Paper competition
    - Best Campus Rep
    - Dave will send out criteria for selection of the four year award. ASEE has picked up travel to section conference for award winners.
    - Section will cover certificates and plaques - Daisy will check which budget (Bass or Operation) it will come out of.
    - Industry cash award – Barry will work on

- Board members will review by-laws to check on procedures for awards.
- Board members to review criteria for best student paper. John will send one out.
- David is campus rep for Cornell
- How is best campus rep chosen? Joan will find out.
- Best Zone paper...from Toronto – was sent out already...David and Barry to follow up.
- Section officers agreed that Barry would continue on as Awards chair even though the by-laws state that the past chair is the Awards chair.

9. Officers

- All officers will stay on for the next year (2007 – 2008).
- Terms for officers will be reviewed as we review and edit by-laws over the next year.